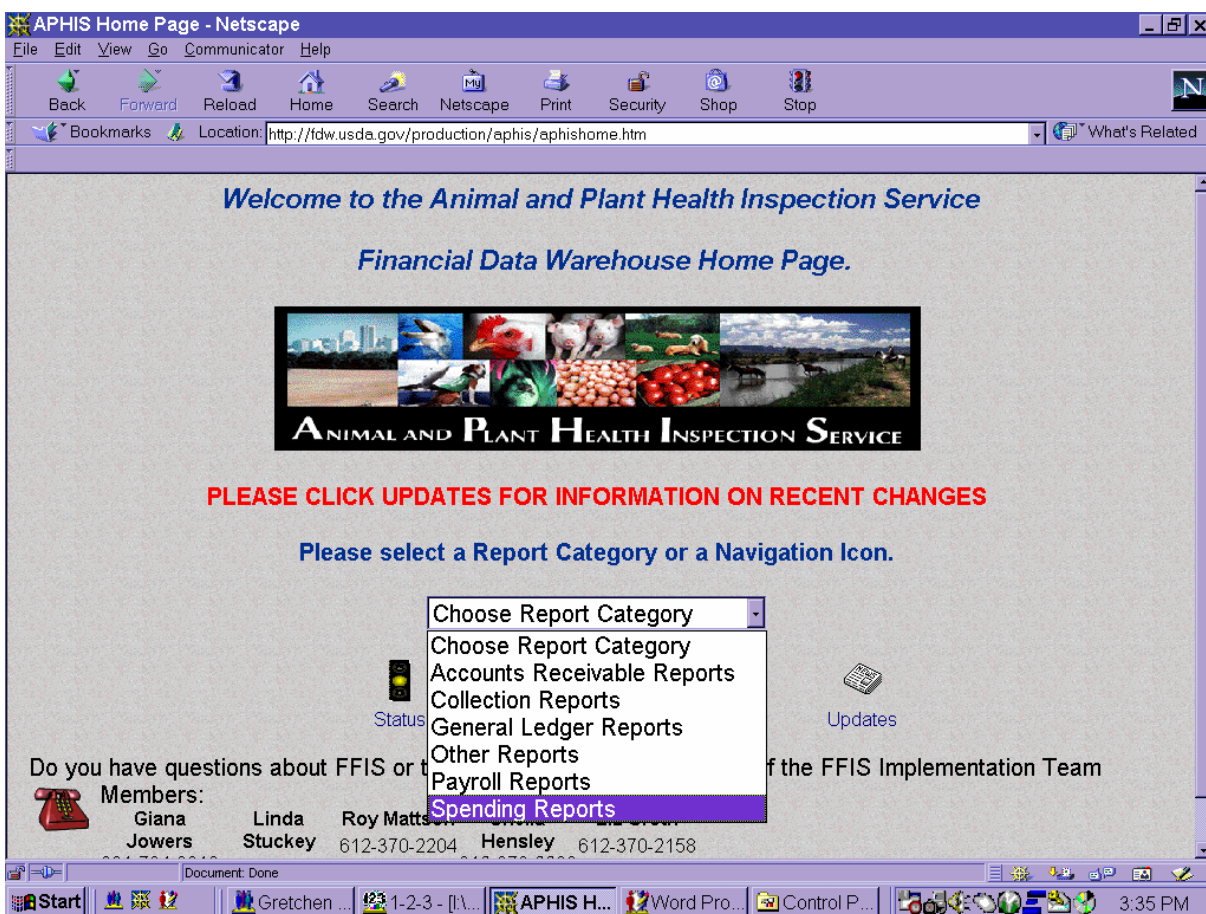


ACCOUNTING CODE SUMMARY BY BOCC (ACSB) INSTRUCTIONS

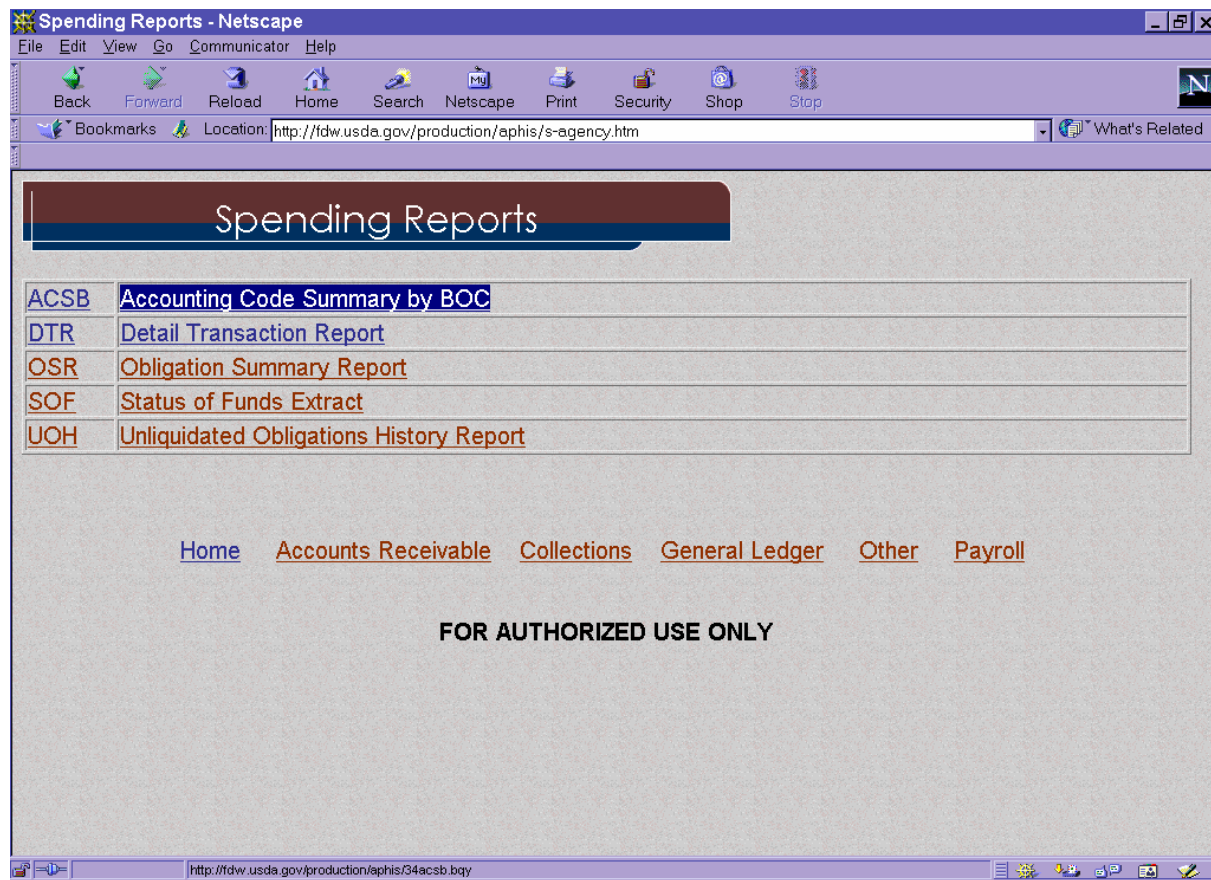
- Follow the instructions on accessing the web site using “INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE”.
- The report is web based and the data updates every time you run the report. The database is updated nightly, so theoretically you can run this report every day to see what transactions have hit since the last cycle.

Step 1:



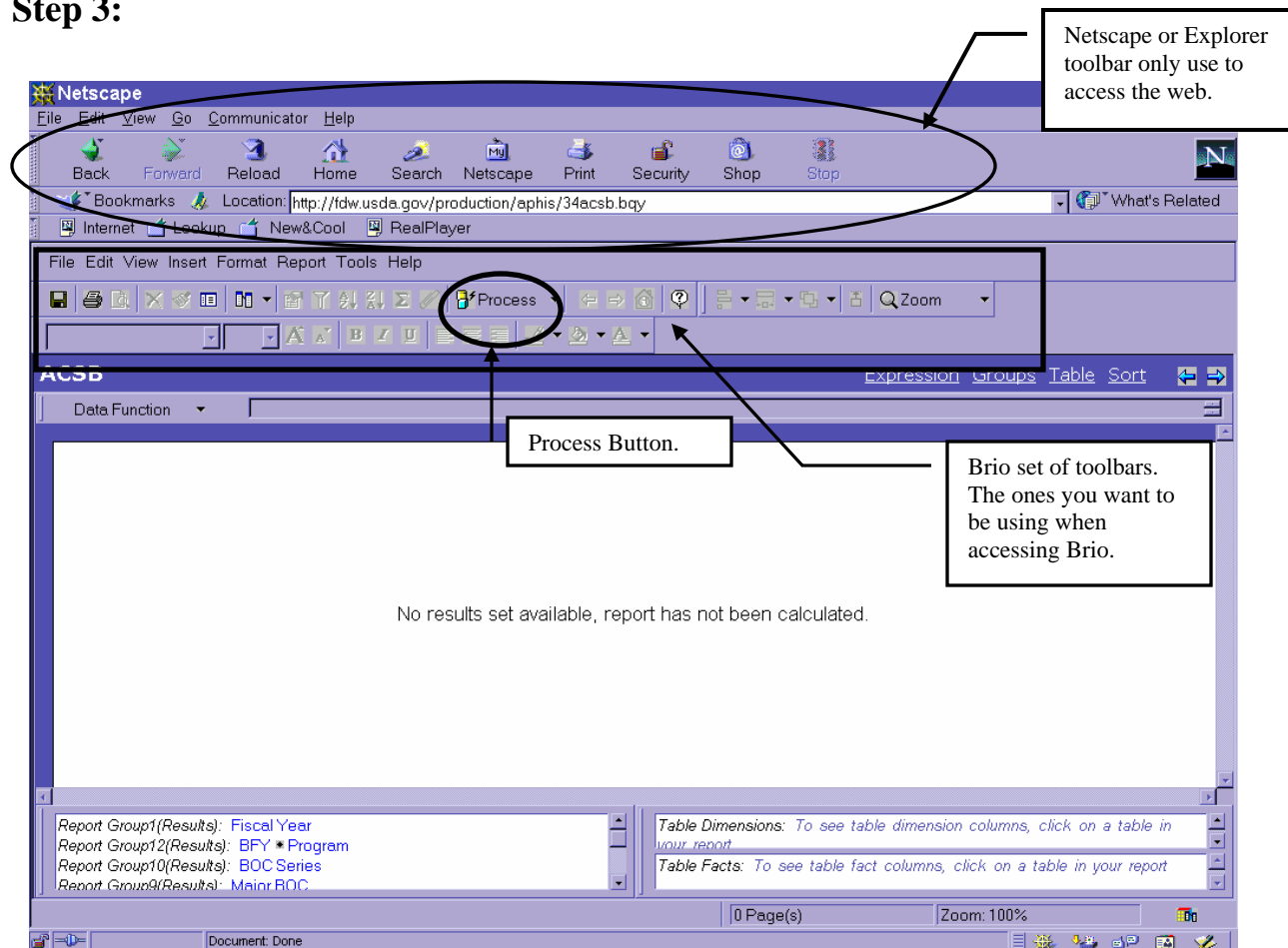
1. <Click> on “Spending Reports”. This is where the Accounting Code Summary by BOC (ACSB) is located.

Step 2:



2. <Click> on the Accounting Code Summary by BOC. This will automatically load your Brio plug-in application. You will either have Brio Quickview or Insight.

Step 3:



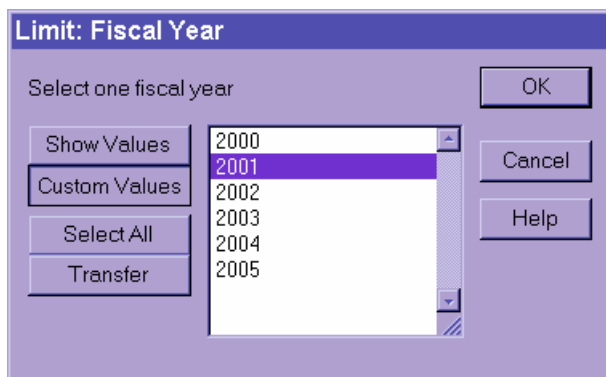
3. <Click> on the **Process button** on the second set of tool bars. The first set of tool bars are to run Netscape and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.

Step 4:

The screenshot shows a login dialog box titled "Wh34p390.oce". It has two input fields: "Host User" with the text "U#####" and "Host Password" with the text "xxxxxxx". There are three buttons: "OK", "Cancel", and "Select".

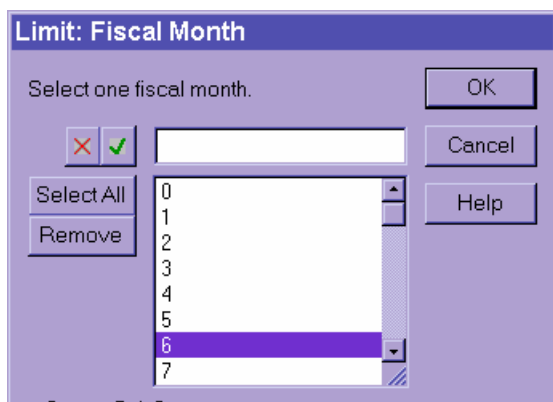
4. You will then have to connect to warehouse. At the "Host User" <type> in your **User ID number**. At the "Host Password" <type> your password for the Data warehouse. Press <enter> when finished. (The password you modified at the Kansas City Warehouse.)

Step 5:



5. <Click> on the year. <Click> OK buttons. Fiscal Year 2001 will give you all documents that ran in the current year. You will receive prior year information that was paid during this Fiscal Year.

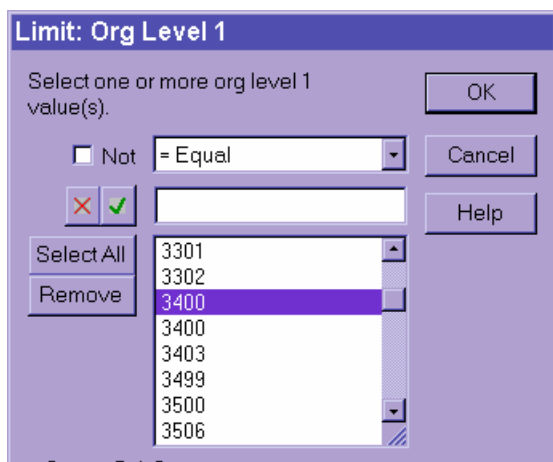
Step 6:



6. <Click> on the month, and <click> on the OK button.

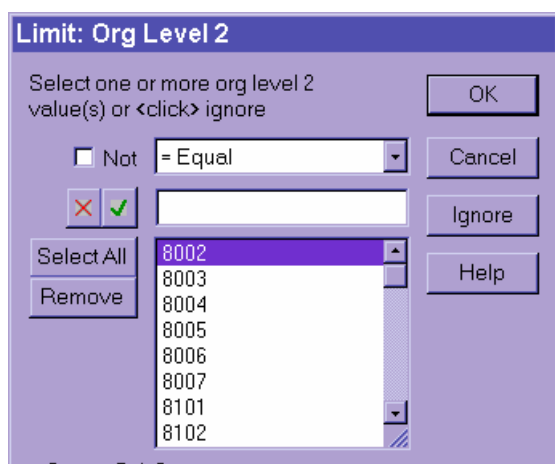
Note: This report gives you a cumulative Year to Date amount therefore selecting more than one month will cause double or triple the amounts to appear.

Step 7:



7. In reporting Org Level 1 <click> on your division or region. <Click> on the OK button.

Step 8:



8. <Click> on your **Reporting Org 2** which is your Branch or Area/State. <Click> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level. Support Units should <click> Ignore.

Step 9:

9. <Click> on the **Organization** and <click> on the OK button. (Middle 4 digits of the program (accounting) code.)

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 10:

10. <Click> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year. <Click> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 11:

REPORT: ACSB
RUN DATE: 04/09/01 03:57 PM

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
ACCOUNTING CODE SUMMARY BY BOC
PERIOD ENDING 6 2001 ----- March 2001 (OPEN)

| BFY | Program | BOC | BOC Name | Current Month Obligations | Quarter to Date Obligations | Year to Date Obligations |
|----------------------------|-----------|------|--------------------------------|---------------------------|-----------------------------|--------------------------|
| 00 | 523403030 | 1101 | BS PY US NON-WAGE BOARD FTP | 0.00 | 0.00 | |
| 00 | 523403030 | 1121 | BS PY US NON-WGE FLL TIME TEMP | 0.00 | 0.00 | |
| 00 | 523403030 | 1131 | BS PY US NON-WG BRD PRT TIME | 0.00 | 0.00 | |
| 00 | 523403030 | 1153 | OTHER AWARDS | 0.00 | 0.00 | |
| 00 | 523403030 | 1199 | PAYROLL ESTIMATE - SALARY | -20,459.79 | -20,459.79 | |
| Major BOC 11 Total: | | | | -20,459.79 | -20,459.79 | |

5 Page(s)

11. You have successfully pulled up a ACSB.

If no information is retrieved:

- Make sure your Organization falls under the Org Level 1 that you have chosen.
- If you entered Org Level 2, make sure that it falls under the Org Level 1 as well.
- If no spending has occurred in the data as you requested it, the ACSB will be undefined. To validate that spending has occurred in a program code you can go into FFIS SASP table.